



Summary Progress Report (SPR)

Guidance Manual – Chapter 7
and

OPPTD Doc. No. 003
(2002 Revision)

*Hazardous Waste Source Reduction and
Management Review Act of 1989 (SB 14)*



SPR Reporting Requirements

- ALL generators subject to SB 14 in reporting year 2002 must complete an SPR.
- Complete and submit SPR ON-LINE
www.dtsc.ca.gov/database/SB14/index.cfm
- Completed SPR must be submitted to DTSC by September 1, 2003
 - DTSC - Office of Pollution Prevention
P.O. 806
Sacramento, CA 95812-0806
 - E-mail to spr@dtsc.ca.gov



Purpose of the SPR

- Provide a concise summary of facility's SR achievements and future plans
- Enables DTSC to assess statewide performance and performance within the SB 14 program
 - Identify statewide and industry-wide trends in source reduction
 - Targeting industries for future SR projects
 - Identify and assist generators in non-compliance



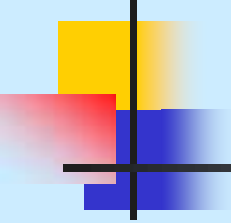
Preparing to complete SPR

1. Obtain the 2002 guidance documents and forms.
2. Complete your source reduction evaluation.
3. THEN prepare your Plan and Performance Report.
4. Then use the information from your Plan and Performance Report to complete your SPR.



The SPR – new and improved

- Format revised from the 1998 version
- Table 1:
 - General facility-wide information
 - Complete only once
- Table 2:
 - Waste stream specific information
 - Complete separate Table 2 for each major waste stream



SPR Table 1 – complete once

- **Boxes 1-13**: General facility and contact information from your 2002 Plan
 - **Box 14-17**: Hazardous waste generation totals (pounds) – SB 14 wastes only -
 - Box 15: Category A wastes 1998 and 2002
 - Box 16: Category B wastes 1998 and 2002
 - Box 17: Extremely hazardous wastes 1998 and 2002
- Use your 1998 and 2002 Plans or checklists*
- **Box 18**: General comments on source reduction successes, HW management activities, influencing factors, etc.



Table 2

- Complete a separate Table 2 for each major waste stream
- Complete one for each minor waste stream for which a source reduction measure was selected
- Boxes 19-20: Facility name and ID
- Boxes 21-23: Waste stream description, CWC, Category A or B?



Table 2 – Box 24 Accomplishments

- Purpose: record source reduction accomplishments from 1998 to 2002
- Complete Box 24 only if subject to SB 14 in 1998
- Get information from 1998 Plan or Compliance Checklist, and 2002 Performance Report



Table 2 – Box 24

- How much waste was generated (pounds) in 1998? (1998 Plan)
- Describe SR measures implemented since 1998. (2002 Performance Report)
- When was the SR measure implemented?
- What SR quantity (pounds) was projected? (1998 Plan)
- Estimate the quantity of waste (pounds) reduced annually by this SR measure...



Estimate quantity reduced

- The amount of waste (lbs/yr) that was not generated because source reduction was implemented.
- Estimation methods vary depending on waste stream, and business or operational influences.
- Generator determines most appropriate estimation approach.
- Guidance Manual – Page 50.



Some estimation approaches

- Simple subtraction: 1998 – 2002
assumes little to no changes in business activity
- Normalize then subtract: 1998 – 2002
accounts for fluctuations in business activity
- Quantify before and after implementing
then estimate annual value based on the difference
- Quantify based on normalized data
then estimate annual value based on production data
- Estimate percentage decrease
then estimate annual value using 1998 annual total

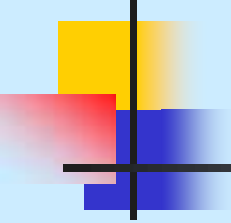


Table 2 – Box 25

- Purpose: record source reduction projections for 2002 to 2006
- Must be completed for each major waste stream
- Get information from 2002 Plan or Compliance Checklist



Table 2 – Box 25

- How much waste was generated (pounds) in 2002?
- Describe SR measures selected to be implemented from 2003-2006.
- When will measure(s) be implemented?
- Project the quantity (lbs/yr) that will be achieved by implementing source reduction for this waste stream.

This is an estimate of the waste that will not be generated due to source reduction.

SPR Tips in Guidance Manual



Look for these tips throughout this Guidance Manual. They provide helpful information for completing your SPR.

- Helpful hints for completing your SPR
- Throughout Chapters 5 and 6 of Guidance Manual
- SPR Tips link required data from your Plan and Performance Report to the proper box in your SPR.

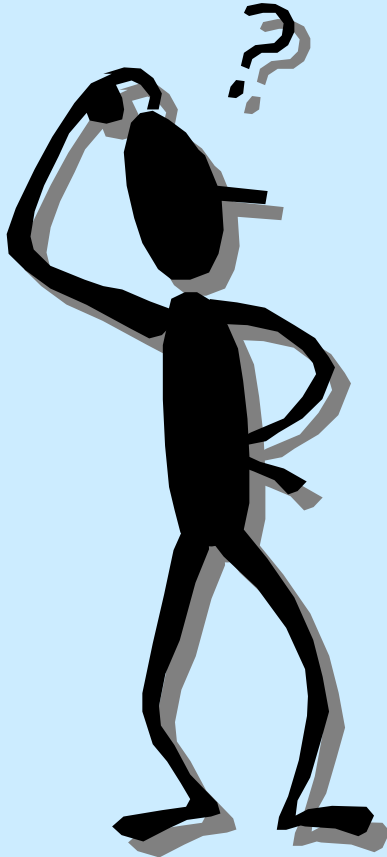


On-line SPR– Security features

- Enter EPA generator ID number
- Generator has 7 days from first log-on to complete and submit their SPR
- System will link computer terminal with the generator ID – no others may access
- After 7 days, SPR filed and final.
- After filing, no one can access an SPR that has already been completed.
- To make revisions to your SPR after 7 days, call or e-mail OPPTD.



Questions?



Call or e-mail OPPTD,
Source Reduction Unit

- (916) 322-3670
- sb14@dtsc.ca.gov